

**CONFIDENTIAL**

*18 Aug 61*

MEMORANDUM FOR: Chief, Records Administration Staff

SUBJECT : 1961 Annual Report of Records Holdings

1. Having assumed my duties here on 7 August 1961, I know you will understand that I am now making a detailed inventory of all records in offices throughout the Office of Security and that the findings will be reported to you.

2. However, for your annual report I find the largest collection of records in this Office is in the Security Records Division and I believe my inventory of this will provide a good partial report for the time being:

**OFFICE OF SECURITY**

**Cubic Feet of Records**

A. Reported on hand 1 July 1960 (Entire Office of Security)	7,834
B. Destroyed during FY 1961	(100 est.)
C. On hand 30 June 1961 (SRD only)	7,335
D. <i>Estimate for entire office</i> <i>(by phone)</i>	<i>8,384</i>

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Records Officer, Office of Security

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